

# Useful Information

## Address of the Conference Venue

The venue of the 15th Annual Conference of ENBIS is held in the building of the **Czech Association of Scientific and Technical Societies** (<http://en.csvts.cz>), Novotného lávka 200/5, 110 00 Praha-Staré Město, Czech Republic. The venue is located in the historical center of Prague nearby Charles Bridge. A map for reaching the conference venue via public transportation can be found at the end of this chapter.

## Location of the Pre-Conference Workshops

The Pre-Conference Workshops take place in Room 104 of the **Faculty of Mechanical Engineering, Czech Technical University**, Karlovo nám. 13, Prague 2. The main entrance is from Charles Place (Karlovo náměstí), metro line B or trams 22, 18, 24, 3. Room 104 can then be reached as displayed on the second graphic at the end of this chapter.

## Conference Registration

The Registration Desk at the conference venue (in the Entrance Hall of the Czech Association of Scientific and Technical Societies, Novotného lávka 5 , Prague 1) will be open from 12:30 to 18:00 on Sunday, September 6th. It will reopen on Monday, Sept. 7th, one hour before the start of the official conference programme.

## Badges

Participants are requested to wear their name badge upon registration all the time during all professional and social activities of ENBIS-15. Badges will serve as tickets for entrance to the conference and to the social events.

## Assistance to the Conference Participants

Conference assistants are ready to help ENBIS-15 participants. You may recognise them by the yellow badges.

## Wi-Fi

Wi-Fi will be provided in all rooms of the conference venue without password. Several charging points will be available in each room.

## Uploading Your Presentation

Presenters can upload their presentations in the meeting room.

## **Parking**

Since the conference venue is situated in the historical center of Prague, parking nearby is not possible. The nearest parking place is Garage Rudolfinum, Alšovo nabřeží 12, Praha 1. Price 60 CZK (approximately 2.30 €) per hour. We recommend participants to use the Prague public transportation system.

## **Smoking**

Smoking inside the conference venue is not allowed. Smoking outside the building is possible.

## **Copying Service**

A copying service is provided upon request. Please ask any of the conference assistants. The service is charged.

## **Public Transportation**

Prague is well-known for its excellent public transportation system and the conference venue is easily reachable from anywhere in the city. At the registration, all conference participants will be given a three days ticket valid for all trams, buses and metro lines on 7th, 8th and 9th of September. The ticket validity will start automatically at midnight on Sept. 6th and finish at midnight on Sept. 9th – you will not need to carry out any validation activity yourself. Please keep the ticket with you at all times in case of controls.

## **Taxi**

For taxi services, please ask for help at the registration desk. We recommend to use AAA Taxi (yellow cab) or City Taxi and to ask about the price before the ride, and request a receipt.

## **Emergency and Medical Services**

Phone numbers:

150	Fire Fighters	158	Police of the Czech Republic
155	Rescue Squad	156	Prague City Police
112	European Emergency Number		

## **Important Safety Information**

In terms of public safety, Prague is similar to all big European cities. Tourists are often targeted by pickpockets and rogue traders. We would like you to spend lovely and unforgettable times in Prague. There are some recommendations:

For your own safety, and for the safety of your money, credit cards, other valuables and your travel documents, please, follow not just the usual precautions (keep an eye on them at all times, leave them in the hotel and do not carry them with you to the city, etc.), but specifically:

- Be careful about your handbags and wallets in any public and especially touristic places where a crowd might be present (even if it does not look like it is actually crowded). Be especially careful if you approach a crowd that looks artificially created in a situation where you would not expect a crowd (such as a half-empty underground train, tram or bus car).
- Be alert when someone stands too close to you in public transport, metro escalators or at the stops, or even touches you pretending it is crowded, regardless if it really is or is not.

- Change money only in the bank, official exchange offices or ATMs or use your credit cards for payments. Be careful when using the ATM.

## **Foreign Exchange and Banking**

The official currency in the Czech Republic is Czech Crown (CZK). One can find many exchange offices and banks in Prague or get CZK at the ATM. All major international credit cards are accepted in shops, hotels and restaurants.

## **VAT Refund**

All foreign visitors (except those coming from European Union countries) to the Czech Republic can apply for value added tax (VAT) refund. In order to get the VAT refund the foreigners must fulfil the following conditions.

The price of the goods including VAT must exceed 2,000 CZK.

Goods must be purchased in one day from a retailer marked by TAX REFUND sign. You must ask a retailer for the TAX REFUND FORM and the receipt. The purchased goods must leave the country within 30 days after the day of purchase.

VAT refund must be claimed 1) with the same retailer in person or 2) through specialised collecting agencies (such as Global Blue, Global Refund, Premier Tax Free).

How to get VAT refund:

1. Buy goods for more than 2,000 CZK from a retailer marked by TAX REFUND sign.
2. Request the envelope, the VAT REFUND FORM and the receipt.
3. Have the VAT REFUND FORM filled out, indicating the VAT amount, and have it stamped by the retailer.
4. Have your VAT REFUND FORM validated at the border or at the airport by the Czech Customs Office. If you travel by train, you must ask for a Customs Officer.
5.
  - a) Stop at any of the specialized collecting agency's refund office at the border and get the cash; or
  - b) Return home and mail your VAT forms and receipts to any of the specialized collecting agencies, requesting the refund; or
  - c) keep all the forms and receipts and claim the refund with the same retailer during your next trip to the Czech Republic (within 90 days from the day of purchase).

IMPORTANT! Tax is not refunded on food, cigarettes, alcohol, and petrol.

## **Electricity**

Electricity in the Czech Republic is a 230 V / 50 Hz system, with the Europlug (CEE 7/16).

## **Shops and Shopping Centers**

Most shops and shopping centers open the whole week from 10 a.m. to 9 p.m.

## More Information about Czech Republic and Prague

<https://www.czechtourism.com/travel-info/>  
<http://www.myczechrepublic.com>

